A guide to **Excel Integrated Reporting** in Sage 50 Payroll

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Welcome

Welcome to the Getting Started with Excel Integrated Reporting for Sage Payroll guide.

This guide aims to introduce you to the basic concepts of integrating Microsoft® Excel with your Sage Payroll data. After reading this guide you will be able to use the Excel Integrated Reporting features and understand how to manipulate and analyse your data using some of Excel's more advanced functionality.

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What Is Excel Integrated Reporting?

Have you ever needed to produce payroll information in a worksheet or graphical format and know the data you need is contained within Sage Payroll, but don't know how to retrieve the data and generate results in the format you require? Or perhaps you've tried to produce a Sage report to show the information you want, but don't consider yourself an expert using Sage's Report Designer?

The ODBC (Open Database Connectivity) driver supplied with Sage Payroll has always provided effective integration with Microsoft® Office applications such as Excel, but ODBC drivers are not easy to use. With Sage Payroll version 13, it's now much easier to create Microsoft® Excel worksheets that use data from Payroll.

You don't need to be a Sage Payroll expert to produce useful results - just start Microsoft® Excel, open one of the supplied sample workbooks and you're already working with data from your Payroll program.

As you become more experienced, you can go on to create worksheets of your own and use PivotTables, graphs and other Excel analysis features.

This guide will help you to get started with Payroll's great Excel Integrated Reporting features.

Note: The screens illustrated in this guide are based on a PC using Windows 2000 with Office 2000. You may find screen variations when using other applications.

Please note that because Microsoft® no longer retails Excel 97, and assisted support options for the product ended on 16 January 2004, the Excel Integrated Reporting application has not been developed or tested on Microsoft® Excel 97. Consequently, we are not able to support users with this version of Excel.

Who Can Use Excel Integrated Reporting?

Excel Integrated Reporting is perfect for accessing and manipulating the data you need and can save you time when generating reports, worksheets, graphs or whatever analysis format you need.

Anyone who is familiar with Microsoft® Excel will soon feel at home using Sage Payroll's Excel Integrated Reporting feature. Even if you are a novice with Microsoft® Excel, don't worry - this guide is designed to help you to understand the basics of Excel Integrated Reporting, so that you'll feel confident about creating a new Excel workbook based on your payroll data.

Why Use Excel Integrated Reporting for Sage Payroll?

It's now easy for you to use Microsoft® Excel to retrieve, analyse and report on your payroll data without using Sage Payroll to achieve this.

Sage Payroll comes equipped with comprehensive reporting capabilities to help you get the most out of your payroll data. Sometimes, however, other people will need to get access to your payroll data and they may want to combine the data with other information to suit their requirements.

For these users, Sage Payroll's Excel Integrated Reporting feature means that they can gain access to the data in Sage Payroll, without having to be an expert user of Payroll. Even better, you have the security of knowing that these users will not accidentally change or damage the data help in Sage Payroll.

With the Excel database driver and workbooks installed on your computer, you can just start Microsoft® Excel, connect to the Payroll company data you want, and then go to work using this information. The Sage Excel Functions and Data Ranges mean that you can easily create new workbooks to suit your needs and make use of the standard Microsoft® Excel features to analyse your payroll data and present the results of your analysis. You can also combine your payroll data with any other data you can import into Microsoft® Excel, so the possibilities for manipulating and presenting your data are potentially limitless.

How Does Excel Integrated Reporting Work?

Sage Payroll's Excel Integrated Reporting comprises the following basic components: Sage Functions and Sage Data Ranges.

The Sage Functions, along with Excel's native functions, are the "building blocks" of your worksheet that you can use when you want to include individual values from your payroll data. For example, the 'SgPayEmployeeSurname' function allows you to include an employee's surname in your worksheet.

The Sage Data Ranges are used as data sources and behave in a similar way to the Excel Query, only they are immediately accessible to you as you do not need to understand the Payroll data structure in order to extract the data you require. Simply select the Sage Data Range you want to include in your worksheet, for example 'Company Bank Details' and Excel inserts the appropriate Sage data starting from the selected cell.

When you have read this guide and you are comfortable with using Excel Integrated Reporting, you can go on to build your own worksheets and workbooks using the Sage Functions and Sage Data Ranges.

Installing

Excel Integrated Reporting is included on your Sage Payroll V13 CD. Please follow the steps below to install the module.

User access to all Sage Payroll Employees is required before using the module:

1. Open your Sage Payroll program.
2. Click Tasks > Security > Access Rights.
3. In the Users area, select the appropriate user.
4. In the Employee Record Access area, ensure that all the pay frequency check boxes are selected, the Access Level is set to 9 and the Include Lower Levels check box is selected.
5. Click Save.

   You can now install the module.

To install Excel Integrated Reporting

1. Place the Sage Payroll V13 CD into your CD drive and hold down the shift key for 30-60 seconds. This prevents the CD from automatically starting the Sage Payroll installation.
2. Using Windows Explorer, find your CD drive. For example, if your CD drive letter is D, this may appear in Windows Explorer as PayCD (D:).
3. Locate the Excel Integrated Reporting folder on the CD and double-click it.
4. Double-click the Setup.exe file.
5. Follow the on-screen instructions to install the new feature.

The Excel Integrated Reporting module has now been installed. You can now start using Microsoft® Excel to integrate with your Sage Payroll data. For more information, please see the *Getting Started* section.

Note: After installing Excel Integrated Reporting, the first time you open an Excel worksheet or workbook there may be a noticeable time delay before the file opens. This occurs because the system is updating some of your Excel files, and should only happen the first time you open Excel after installing the Excel Integrated Reporting module.

Getting Started

To start using Excel Integrated Reporting, you need to establish the link between Excel and your Sage Payroll data. This section shows you how to set up the link: try this now, so that you can start to explore the Sage Functions and Data Ranges when we look at them in the following sections.

Start Microsoft® Excel and choose Select Company from the Sage menu. Or, if you prefer to use a toolbar, there's a new Sage Integrated Reporting toolbar included in Excel. To see this, open Toolbars from the View menu and select Sage Integrated Reporting. You'll see that the toolbar also contains the Select Company option.

When you click Select Company, a Logon window appears. In the Logon window, enter your logon name and password in the boxes provided and click OK.

Note: When you first install Excel Integrated Reporting, the only Sage Payroll user who can access the feature is MANAGER. You must logon using the MANAGER user name and its associated password (by default, for example if you have just installed Sage Payroll for the first time, this user name has no password). If you want others to have

access to Excel Integrated Reporting, you must create a user name for each person and assign full access to this feature.

TIP: If you intend to use the Sage Excel features on a regular basis, you will benefit from creating one or more users in Sage Payroll specifically for this purpose. This means that all your Sage Payroll users will be able to continue using Payroll, even while other people in your company are using the Sage Excel features. For full details on how to create users and assign access rights, refer to your Sage Payroll online Help.

When you save your worksheet, Excel stores the link to your payroll data, so that you don't have to specify where your data is held each time you open the worksheet.

Now that you've set up the link between the worksheet and your payroll data, you can start to use the Sage Functions and Data Ranges described in the next sections. Follow the examples provided to familiarise yourself with the features and get an idea of what you can do; we'll start by looking at Sage Functions.

Support Options for Excel Integrated Reporting

If you currently subscribe to SageCover for Sage Payroll, our Payroll technicians can help you to install Excel Integrated Reporting. They can also support you in extracting data from Sage Payroll using the Sage Functions and Sage Data Ranges included in Excel Integrated Reporting.

If you have a report within Sage Payroll that you want to convert into a Sage Data Range in order to use it with Excel Integrated Reporting, our Payroll Print technicians are happy to help you. They will assist you in editing your report and relocating the file so that it becomes available in Excel as a Sage Data Range.

When you need assistance with the manipulation of data already integrated into Microsoft® Excel, this requires use of Excel's native functionality and is outside the service level provided by your SageCover contract. For information about how to get help on using Excel functionality, see the section *Getting Support on Excel*, on page 14 of this guide.

Sage Functions

Excel users will be familiar with its functions, such as **sum()**, **average()** and **count()**. Sage Functions work in exactly the same way as Excel functions, but they operate on your Sage Payroll data as well as information in your Excel worksheet.

Sage Functions can be divided into two main groups:

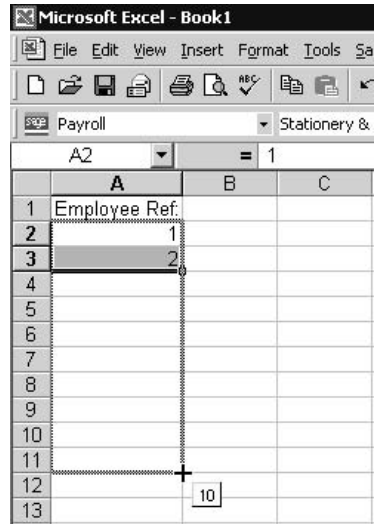
- Value functions - these return text or number values to your worksheet.
- List functions - these can be used to place drop-down selectors on your worksheet.

  Note: When you use list functions to place a drop-down selector on your worksheet, the drop-down list will contain all values set up at a company level. For example, the pay elements list function will contain all company pay elements, not just those assigned to individual employees.

The best way to understand the Sage Functions is to use them, so we'll produce a simple worksheet that you can use to retrieve some employee details from Sage Payroll.

First, you'll need to enter your employee references. These are the numbers that Sage Payroll generates automatically when you create your employee records. Start by selecting cell A1 in the worksheet and typing a label for the employee reference, such as 'Employee Ref:'. Now select cell A2 and type the reference of the first employee whose details you want to retrieve, for example number 1. Continue to enter your employee references from cell A3, down column A.

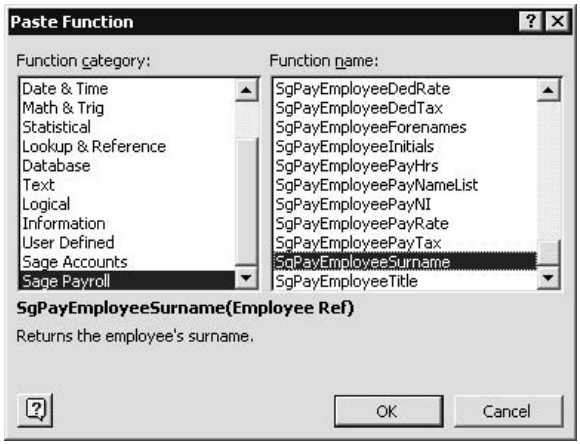
TIP: To enter your employee references quickly, type number 1 in cell A2, number 2 in cell A3, then use Excel's Autofill feature to automatically complete the remainder of the sequence. Select cells A2 and A3, then click and drag the small black square (that appears at the bottom right-hand corner of the selection) down column A to continue the sequence as far as you want to go:



Dragging the selection to cell 11, as pictured here, continues the series of employee references up to number 10. Alternatively, you can use the Series command from the Edit > Fill menu (see Excel's online Help for more details).

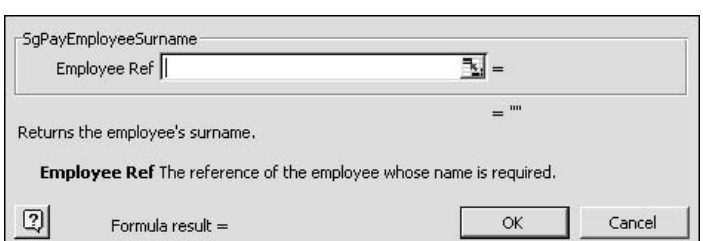
Now, we'll insert a Sage Function. We'll use a value function that returns the employee's surname. Start by entering a label for the surname in cell B1, such as 'Surname:'. To insert the function, select cell B2 and click the 'Paste Function' button (*fx*) from the toolbar, or choose Function from the Insert menu.

The 'Paste Function' window appears:



Find and select the 'Sage Payroll' function category in the list - this could be towards the bottom of the category list, so you may have to scroll down. When you select the 'Sage Payroll' category, the right-hand 'Function name' pane displays the available Sage Functions. Select **SgPayEmployeeSurname** - you'll see that a description of the function appears at the bottom of the Paste Function window to help you choose the function you need.

Click OK and the Formula Palette appears:



Because the 'SgPayEmployeeSurname' function uses the employee reference to return the relevant name, you'll need to use the Formula Palette to tell the function where to find the employee reference. Simply type A2 in the argument box (labelled 'Employee Ref'), or click on cell A2. Click OK to insert the function into the worksheet.

TIP: If you want to click on a cell and the Formula Palette is covering the one you need to select, you can move the palette. Click and hold down the left mouse button anywhere on the palette and drag it away from the cell you need by moving the mouse and then releasing the left mouse button.

You can now use Autofill to paste the function into the remaining cells in column B - select cell B2 then click and drag the small black square at the bottom right-hand corner to insert the SgPayEmployeeSurname function alongside every employee reference that appears in column A.

Next, we'll add a value function to retrieve the forenames of the employees. Click in cell C1 and type a label for the employee forenames, then move into cell C2. To insert the value function, just click *fx* again, or choose Function from the Insert menu. This time, select **SgPayEmployeeForenames** from the list of Sage Payroll functions.

When the Formula Palette appears, you need to tell the function where to find the employee reference. Simply type A2 in the argument box, or click on the A2 cell. Click OK to insert the function into the worksheet.

You'll see that cell C2 now contains the forenames of the employee whose reference appears in A2. Use Autofill to add the same function to the remaining rows in column C:

	A	B	C
1	Employee Ref:	Surname:	Forenames:
2	1	McGarey	Fiona
3	2	McTernan	Andrew Robert
4	3	Davison	Paul
5	4	Hart	Judith
6	5	Bradley	Derek
7	6	Fairhurst	David
8	7	Neilson	Tracey Ann
9	8	Jordan	Vanessa
10	9	Bampton	John
11	10	Connolly	Ben
12			

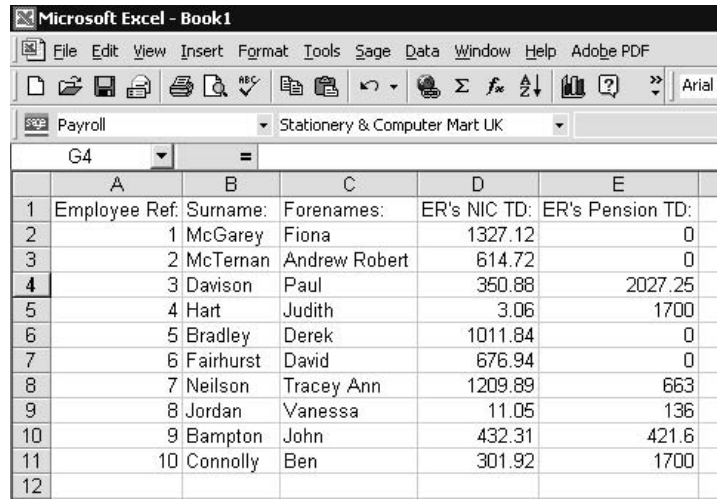
We'll finish the employee worksheet by adding two more value functions to retrieve details of the employer's total National Insurance contributions and employer's pension, to date, for each employee.

Type labels in cells D1 and E1, such as 'ER's NIC TD:' and 'ER's Pension TD:'. Now insert the **SgPayEmployeeCumeErNICTD** function into cell D2, and the **SgPayEmployeeCumePenErTD** function into cell E2.

You'll notice that both of these functions require more than one argument, so you'll need to enter both the cell number of the employee reference (A2) and the tax year you want to view the information for. Make sure you use the year end date - enter 2006 to view cumulative information for the tax year 2005/2006.

For each function, use the Autofill feature as before to complete the information for each employee in your worksheet.

Your worksheet should now look something like this: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File Edit View Insert Format Tools Sage Data Window Help Adobe PDF
Arial
Payroll
Stationery & Computer Mart UK
G4

	A	B	C	D	E
1	Employee Ref:	Surname:	Forenames:	ER's NIC TD:	ER's Pension TD:
2	1	McGarey	Fiona	1327.12	0
3	2	McTernan	Andrew Robert	614.72	0
4	3	Davison	Paul	350.88	2027.25
5	4	Hart	Judith	3.06	1700
6	5	Bradley	Derek	1011.84	0
7	6	Fairhurst	David	676.94	0
8	7	Neilson	Tracey Ann	1209.89	663
9	8	Jordan	Vanessa	11.05	136
10	9	Bampton	John	432.31	421.6
11	10	Connolly	Ben	301.92	1700
12					

Note: If there are blank lines in your worksheet, this means that the employee record to which the employee reference relates has been deleted in Sage Payroll. If you require, you can delete these rows from the worksheet using Excel's standard functionality.

Try changing the employee reference in cell A2. When you enter a different employee reference, you'll see that the surname, forename, NIC and pension information automatically updates. By creating a simple worksheet using just four value functions, you can quickly look up employee information held in Sage Payroll, directly from Excel!

Try some of the other Sage Functions to become familiar with the information available. You'll notice that some functions, such as **SgPayCompanyName**, do not require you to enter any arguments and others, like the **SgPayEmployeePayNameList**, insert a drop-

down list selector into your worksheet. This is one of the list functions available.

Sage Functions provide a simple way to access payroll data from Excel, but you may be wondering whether there's an easy way to get larger amounts of data from Sage Payroll into Excel. It's time to move on to Sage Data Ranges.

Sage Data Ranges

Sage Data Ranges provide an easy-to-use way of getting large amounts of data from Sage Payroll into your Excel worksheet, including standard Sage reports or your own custom reports.

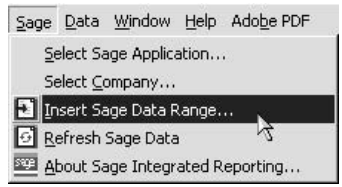
Some Sage Data Ranges invite you to enter parameters, or criteria, so that you can specify exactly what data you want to appear. For example, if you choose to insert the 'Employee Holiday Details' data range, you can specify the date range you want Excel to return data for.

Note: The Sage Data Ranges work on your payroll data as it currently stands in Sage Payroll. The Sage Data Ranges can therefore only return values that were in your program the last time you used it.

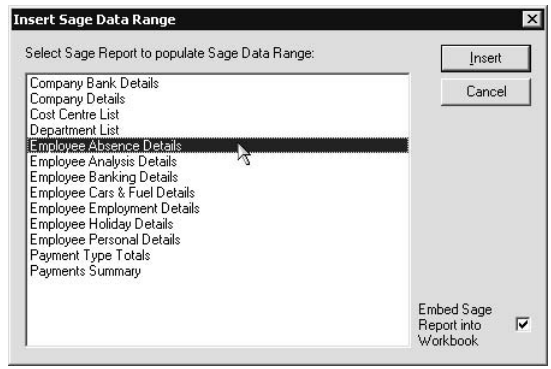
Let's add the 'Employee Absence Details' data range to the worksheet you've been working on.

To insert a Sage Data Range, start by selecting the worksheet cell you want the range to start from. Select a blank cell in column A, under the last employee reference that appears in this column.

Next, select Sage from the menu bar. From the drop-down menu, choose 'Insert Sage Data Range':



A list of available Sage Data Ranges appears:

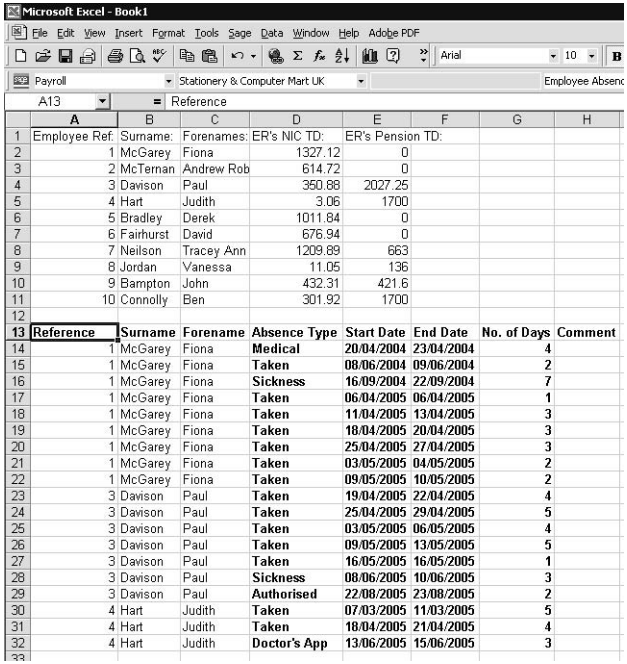


Now, select the range you want to include in your workbook from the list. In this example, select **Employee Absence Details** in the list and click Insert.

TIP: Select 'Embed Sage Report into Workbook' if you are going to send the finished Excel worksheet to someone who does not have the selected Sage Data Range (report file). The report file is attached to the worksheet providing a full working copy of the report.

Alternatively, you can use the drop-down list in the Sage Integrated Reporting toolbar to select the data range you want to use and click Insert to add the data range to your worksheet.

Excel inserts the 'Employee Absence Details' data range, starting at the currently selected cell. Your worksheet should now look something like this:



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File Edit View Insert Format Tools Sage Data Window Help Adobe PDF

Payroll | Stationery & Computer Mart UK | Employee Absenc

A13 = Reference

	A	B	C	D	E	F	G	H
1	Employee Ref:	Surname:	Forenames:	ER's NIC TD:	ER's Pension TD:			
2	1	McGarey	Fiona	1327.12	0			
3	2	McTernan	Andrew Rob	614.72	0			
4	3	Davison	Paul	350.88	2027.25			
5	4	Hart	Judith	3.06	1700			
6	5	Bradley	Derek	1011.84	0			
7	6	Fairhurst	David	676.94	0			
8	7	Neilson	Tracey Ann	1209.89	663			
9	8	Jordan	Vanessa	11.05	136			
10	9	Bampton	John	432.31	421.6			
11	10	Connolly	Ben	301.92	1700			
12								
13	Reference	Surname	Forename	Absence Type	Start Date	End Date	No. of Days	Comment
14	1	McGarey	Fiona	Medical	20/04/2004	23/04/2004	4	
15	1	McGarey	Fiona	Taken	08/06/2004	09/06/2004	2	
16	1	McGarey	Fiona	Sickness	16/09/2004	22/09/2004	7	
17	1	McGarey	Fiona	Taken	06/04/2005	06/04/2005	1	
18	1	McGarey	Fiona	Taken	11/04/2005	13/04/2005	3	
19	1	McGarey	Fiona	Taken	18/04/2005	20/04/2005	3	
20	1	McGarey	Fiona	Taken	25/04/2005	27/04/2005	3	
21	1	McGarey	Fiona	Taken	03/05/2005	04/05/2005	2	
22	1	McGarey	Fiona	Taken	09/05/2005	10/05/2005	2	
23	3	Davison	Paul	Taken	19/04/2005	22/04/2005	4	
24	3	Davison	Paul	Taken	25/04/2005	29/04/2005	5	
25	3	Davison	Paul	Taken	03/05/2005	06/05/2005	4	
26	3	Davison	Paul	Taken	09/05/2005	13/05/2005	5	
27	3	Davison	Paul	Taken	16/05/2005	16/05/2005	1	
28	3	Davison	Paul	Sickness	08/06/2005	10/06/2005	3	
29	3	Davison	Paul	Authorised	22/08/2005	23/08/2005	2	
30	4	Hart	Judith	Taken	07/03/2005	11/03/2005	5	
31	4	Hart	Judith	Taken	18/04/2005	21/04/2005	4	
32	4	Hart	Judith	Doctor's App	13/06/2005	15/06/2005	3	

By simply selecting a Sage Data Range from the list, you've inserted a summary report of your employees' absence information into your worksheet.

TIP: You can modify the criteria of a data range such as the selected department or pay frequency. To do this, select the data range and right-click using the mouse, choose Sage from the menu, then select 'Modify Criteria'. Enter the criteria you want to use and click OK.

Sage Data Ranges link dynamically to your Sage Payroll data: if your payroll data changes, you might want your workbook to reflect those changes, or you might not.

You can control how your workbook responds to changes in your payroll data using the Refresh feature. You can refresh:

- The whole workbook.

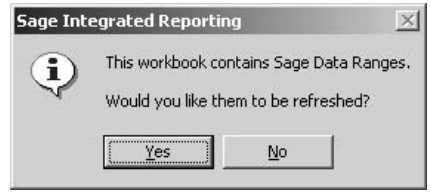
  To do this, click Refresh on the Sage Integrated Reporting toolbar. You can also select the Sage menu and choose 'Refresh Sage Data'.

- A single data range within the workbook.

  To do this, select the data range, right-click using the mouse and choose 'Sage' from the menu options, then select 'Refresh Sage Data Range'.

If you choose not to refresh the Sage data in your workbook, it will remain unchanged, regardless of any amendments you make in Sage Payroll.

When you open a saved workbook that contains Sage Data Ranges, Excel displays a message:



Again, you can choose to refresh the data ranges in your workbook by clicking Yes, or to leave the data ranges unchanged by clicking No.

You've seen how Sage Functions and Sage Data Ranges can help you to access your payroll data. Let's look now at the Sample Workbooks included with Excel Integrated Reporting, to see what

type of results you can produce by combining the functions and data ranges with Excel's native functionality.

Sample Workbooks

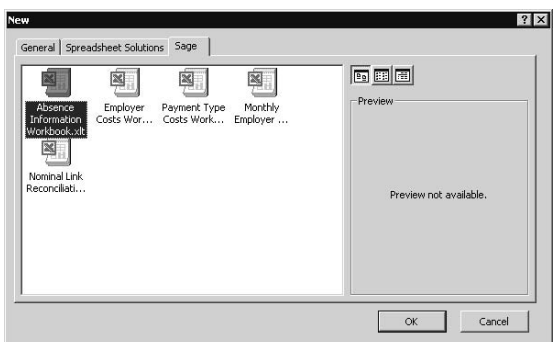
Excel Integrated Reporting for Sage Payroll comes complete with a set of sample workbooks. These illustrate the type of results you can produce by combining Sage Data Ranges and Sage Functions with Excel's native functionality.

The sample workbooks included are:

- Employer Costs
- Payment Types Costs
- Monthly Employer Costs
- Absence Information
- Nominal Link Reconciliation

The sample workbooks are installed in the form of Excel templates, allowing you to open the files to view, or to use them as the basis for your own customised workbooks.

To open a workbook template, open Excel's File menu and choose New. From the New window, click the Sage tab:



Select the workbook template you want to view or edit, for example 'Absence Details Workbook.xlt', and click OK.

Note: The sample workbook templates install into Excel's default Templates directory, within a new folder called 'Sage'. Each individual Windows user name has its own Templates folder. For example, the user 'john.smith' might access Excel templates from C:\Documents and Settings\john.smith\Application Data\Microsoft\Templates. If more than one user needs to access the templates on a single machine, you must copy the 'Sage' folder into the Templates directory for each user.

Because the sample workbooks contain Sage data, a confirmation message appears, prompting you to refresh the data. Click Yes to refresh the data, or click No to view the sample data as it currently is.

The sample workbooks demonstrate the type of results you can achieve using the Excel Integrated Reporting technology. The information they display is based on the data contained within Sage Payroll's Demonstration company, 'Stationery & Computer Mart (UK)'. To apply any of the workbooks to your own business, you may need to modify the workbooks using the appropriate queries and data ranges. You might even choose to employ some of Excel's more advanced native technologies, such as Charting and PivotTables.

If you're already familiar with extracting data from other Sage applications or third-party programs into Excel, you could combine this with your Sage Payroll data to produce your own consolidated reports from multiple data sources.

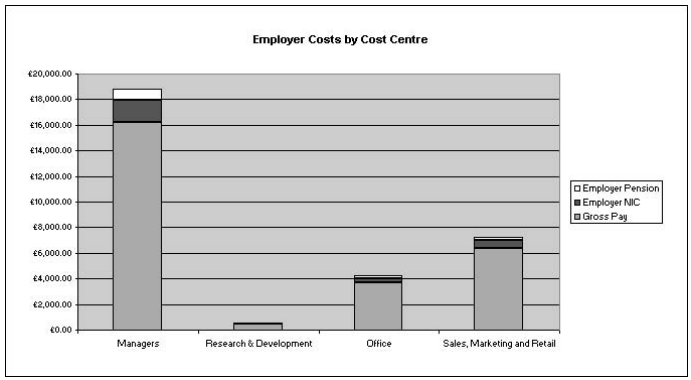
Employer Costs workbook

The Employer Costs workbook comprises three individual worksheets, and an additional Introduction sheet. The workbook is a collection of reports that present a summary of the overall employer payroll costs in a format that is accessible, portable and easy to understand.

The first worksheet in the workbook is the **Payroll Data** sheet. This shows the raw data as it is taken from Sage Payroll, and forms the basis of the reports shown on the remaining worksheets.

The other two worksheets use tables and charts to present the payroll costs:

- The **Cost Centre ER Costs** worksheet shows the overall employer payroll costs grouped by Cost Centres. It uses PivotTables and charts to display cost information for each cost centre as a whole, and also breaks this information down further to enable you to view costs per employee. The screenshot below shows a section of the worksheet, which uses a chart to illustrate the employer's payroll costs, analysed by cost centre:



- The **Dept ER Costs** worksheet presents the employer costs information, this time grouped by individual departments. Again, this information is further analysed by individual employee. For example, this screenshot shows one of the tables used in the worksheet:

Full Name	Gross Pay	Employer NIC	Employer Pension
Administration	**£3,730.75**	**£294.65**	**£252.05**
Bampton, John	£310.00	£25.43	£24.80
Davison, Paul	£320.75	£20.64	£119.25
Harvison, Richard	£850.00	£56.58	£51.00
Lisle, Joanne	£600.00	£52.86	£0.00
Murphy, Irene	£950.00	£73.48	£57.00
Rickeard, Andrew	£700.00	£65.66	£0.00
Analysts	**£100.00**	**£0.65**	**£8.00**
Jordan, Vanessa	£100.00	£0.65	£8.00
Directors	**£11,454.00**	**£1,276.54**	**£697.00**
Bradley, Derek	£3,200.00	£409.60	£256.00
Evans, John	£1,104.00	£104.06	£0.00
Maxwell, Gavin	£800.00	£54.52	£0.00
McGarey, Fiona	£3,000.00	£331.78	£240.00
Watts, Neilson	£3,350.00	£376.58	£201.00
Management	**£4,805.50**	**£447.85**	**£117.40**
Connolly, Ben	£309.00	£17.76	£100.00
Duncan, Mark	£600.00	£52.86	£0.00
Fairhurst, David	£435.00	£39.82	£17.40
Kerr, Richard	£2,511.50	£268.03	£0.00
Willis, Richard	£950.00	£69.38	£0.00
Programmers	**£376.00**	**£36.16**	**£22.56**
McTernan, Andrew Robert	£376.00	£36.16	£22.56
Sales	**£6,404.30**	**£577.85**	**£300.00**
Bayne, Brian	£1,104.30	£91.92	£0.00
Chandler, Ian	£1,400.00	£131.32	£84.00
Dodd, Chris	£1,200.00	£129.66	£0.00
Hanley, Sarah	£850.00	£60.68	£51.00
Hart, Judith	£100.00	£0.18	£100.00
McCourt, Jason	£1,100.00	£92.92	£0.00
Neilson, Tracey Ann	£650.00	£71.17	£65.00
Grand Total	**£26,870.55**	**£2,633.70**	**£1,397.01**

Like all the sample workbooks, the Payroll Employer Costs workbook is based on the data in Sage Payroll's Demonstration company, but you can configure and extend it as you require to fit the needs of your organisation.

Other costs workbooks

The other payroll costs workbooks included with Excel Integrated Reporting are:

- **Payment Type Costs workbook**.

  Together with the **Payroll Data** worksheet, this workbook contains the **Cost Centre Pay Types** and **Dept Pay Types** worksheets. These display the company's payroll costs analysed by cost centres and departments respectively, using a combination of tables and charts. As in the Employer Costs workbook, each worksheet also further breaks down the information to show the costs analysed to individual employee level.

- **Monthly Employer Costs workbook**.

  This workbook is made up of the **Payroll Data**, **Mthly ER Costs by CC** and **Mthly ER Costs by Dept** worksheets. The information that these worksheets show is similar to that returned by the Employer Costs workbook, except that these reports show the employer costs per calendar month. The costs information is analysed by cost centres and then by employees in the Mthly ER Costs by CC worksheet, while the Mthly ER Costs by Dept worksheet displays this information grouped by departments and employees.

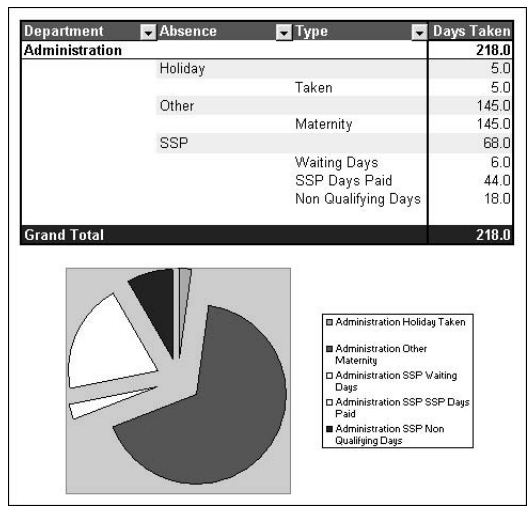
Absence Information workbook

The Absence Information workbook comprises three individual worksheets, together with the Introduction. This workbook presents a summary of employee absence, enabling you to calculate absence for a rolling 12 month period.

The first worksheet in the workbook is **Payroll Data**, showing the raw data as it is extracted from Sage Payroll.

The other two worksheets in the workbook use tables and charts to present the absence information:

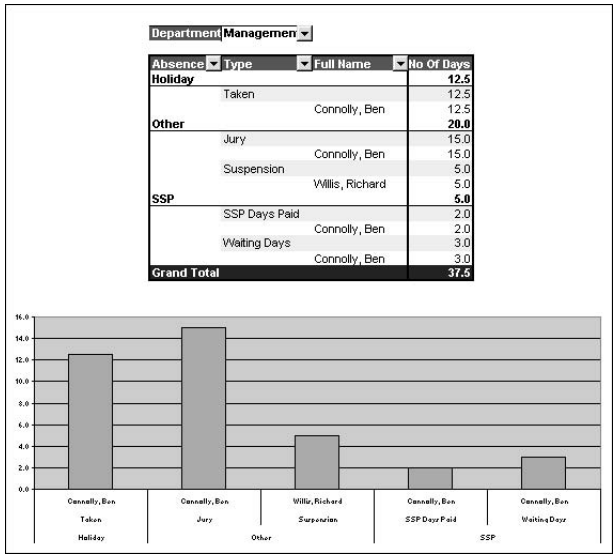
- The **ER Absence Report** worksheet shows the overall absence at a company level - that is, for all employees collectively. A table and chart show the total number of days for each absence type (for example, holiday, sickness or maternity). The worksheet then uses individual tables and pie charts to break the absence information down into a departmental analysis:



Department	Absence	Type	Days Taken
Administration			218.0
	Holiday		5.0
		Taken	5.0
	Other		145.0
		Maternity	145.0
	SSP		68.0
		Waiting Days	6.0
		SSP Days Paid	44.0
		Non Qualifying Days	18.0
Grand Total			218.0

Administration Holiday Taken
Administration Other Maternity
Administration SSP Waiting Days
Administration SSP SSP Days Paid
Administration SSP Non Qualifying Days

- The **EE Absence Report** worksheet shows detailed absence information for each employee. Again, this information is first presented as overall totals and then broken down by individual departments:



Department: Managemen

Absence	Type	Full Name	No Of Days
Holiday			**12.5**
	Taken		12.5
		Connolly, Ben	12.5
Other			**20.0**
	Jury		15.0
		Connolly, Ben	15.0
	Suspension		5.0
		Willis, Richard	5.0
SSP			**5.0**
	SSP Days Paid		2.0
		Connolly, Ben	2.0
	Waiting Days		3.0
		Connolly, Ben	3.0
Grand Total			**37.5**

Nominal Link Reconciliation workbook

The Nominal Link Reconciliation workbook demonstrates how the Excel Integrated Reporting feature can help you to reconcile your payroll data to the salary journals in Sage Line 50.

The workbook is based on the demonstration company, Stationery & Computer Mart UK, that is set up in both Sage Payroll and Line 50. It comprises two worksheets, including the **Payroll Data** sheet that displays the raw data as it is extracted from Sage Payroll.

The other worksheet in the workbook is **Nom Link Reconciliation**. This worksheet contains a set of tables that compare the Profit and Loss and Balance Sheet values extracted from Sage Payroll with the figures held in Line 50, and show any differences between the two sets of values. This allows you to see exactly where discrepancies occur and helps to make reconciliation easier.

With all the sample workbooks, there is no "right" layout to use - that depends on your company and how you want to represent its payroll information on paper. You can use these sample workbooks as a starting point to help you deliver customised payroll reports.

Getting Support on Excel

Many of our customers use Microsoft® Excel for financial analysis, forecasting, scheduling, expenses and so on in conjunction with their Sage software. Most of these customers are self-taught, or rely on colleagues for help.

For people who use Excel every day, this means you have to learn everything by trial and error, which may take you twice as long and even then you might not be making the best use of your software.

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You don't need to know everything Excel can do in order to use it effectively, but if you want to improve your productivity, then 'Excel Support - Powered By SageCover' can show you the way to do it.

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- Data consolidation from several worksheets.
- Collaboration on workbooks by multiple users.

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Technical tip

Excel's conditional formatting feature offers an easy way to apply special formatting to cells if a particular condition is met.

For example, you can apply conditional formatting that checks the value of one cell (or range of cells) and changes the appearance of another cell, or a range of cells, based on that value. So, if you were using a table, you could colour the entire row in the table if the values in column B are over a value that you specify.

For details about how to apply conditional formatting, refer to Excel's online Help - or why not contact 'Excel Support - Powered by SageCover' for a helping hand?

Further Information

If you ever want to get even more information out of Sage Payroll, there's still a powerful ODBC driver available. Instructions on using the Sage Payroll ODBC driver are outside the scope of this guide, but help and advice is available by e-mail from Technical Support. For assistance with ODBC issues, send your query to support@sage.com.

We're sure you'll find the new Excel Integrated Reporting for Sage Payroll features useful in your business, but if you have any questions or suggestions, please don't hesitate to contact Sage Technical Support during your warranty period, or when you've subscribed to SageCover for your Payroll product.

Contacting Sage

For **Technical Support** (within your warranty period, or if you have subscribed to SageCover for Payroll):

UK:	Phone	0845 111 55 55
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	e-mail	support@sage.com
ROI:	Phone	01 642 0877
	Fax	01 642 0895
	e-mail	support@sage.ie

For **Customer Care** (for general enquiries):

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	Fax	01 642 0867
	e-mail	customercare@sage.ie